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**United Nations Environment
Assembly of the United Nations
Environment Programme**

**162nd meeting of the Committee of Permanent Representatives to
the United Nations Environment Programme**

Nairobi, 16 June 2023

Hybrid meeting

10:00 – 13:00 and 15:00 - 18:00 (GMT+3)

**Agenda item 7: Implementation of paragraph 41 (j) of the Chair's Summary of the 9th annual
subcommittee meeting of the Committee of Permanent Representatives.**

The attached draft guidance contains draft consensual conclusions pertaining to paragraph 41 (j) of the [Chair's Summary](#) of the [9th annual subcommittee meeting of the Committee of Permanent Representatives](#), which took place from 24 to 28 October 2022, for final consideration by the Bureau of the Committee of Permanent Representatives and the Committee at its 162nd regular meeting on 16 June 2023.

The draft guidance takes into account the views expressed by Member States at the resumed [160th meeting](#) of the Committee held on 12 January 2023, and at the 161st meeting held on 9 March 2023.

The Committee is invited to consider the attached draft guidance for possible endorsement.

Guidance on the preparation and conduct of meetings of the Committee of Permanent Representatives

Paragraph 10 of the [Outcome of the consensual process for review by the Committee of Permanent Representatives](#), as endorsed in paragraph 1 of [UNEA decision 5/4](#), reads as follows:

“Under the guidance of the CPR Bureau and with the support from the Secretariat, improve the identification, formulation and recording of decisions and conclusions from CPR meetings by:

- a) strategic and timely scheduling of CPR meetings.*
- b) high-quality and timely submission of documentation from the Secretariat, such as annotated agendas, background documentation and meeting summaries.”*

Paragraph 41 (j) of the [Chair’s Summary](#), which was agreed at the [9th annual subcommittee meeting of the Committee of Permanent Representatives](#) and endorsed the [Resumed 160th Meeting of the Committee of Permanent Representatives](#) reads as follows:

“Regarding implementation of paragraph 10 of the Outcome, recommended the CPR Bureau supported by the Secretariat to: i) prepare a strategically planned roadmap for CPR quarterly and subcommittee meetings, indicating provisional relevant agenda items, well in advance of the meetings; ii) develop a standing agenda for quarterly CPR meetings that will include a report of the CPR subcommittees with recommendations for consideration by the CPR, quarterly reports to the CPR, relevant audits and evaluation reports, and preparations for UNEA-6; iii) prepare annotated agendas well in advance to the meetings that provides information on background documents, focus of the discussion and possible recommendations; iv) prepare background documents well in advance that will include possible recommendations; and v) clearly outline agreed recommendations and decisions in the report of the CPR, with the understanding that there is a specific agenda item during which those recommendations are agreed upon.”

The following recommendations provide specific guidance to the Chair and Bureau of the Committee of Permanent Representatives and to the Secretariat to facilitate implementing of the above quoted paragraphs.

1. The CPR Bureau supported by the Secretariat is entrusted to prepare and maintain a strategic roadmap for UNEP Governing Bodies covering all relevant CPR meetings for each upcoming calendar year, taking into account inputs and requests from Members of the Committee and the Secretariat as appropriate. The roadmap will include tentative dates for the presentation of the annual Programme Performance Report and for dedicated briefings on the project portfolios and related programmes referred to paragraph 23 of the [Programme of Work](#). The CPR meetings may be supplemented by Secretariat briefings as appropriate.
2. The provisional agenda for future quarterly CPR meetings will include the following standing items with the understanding that additional items may be added as needed, and that the focus of each item will be further clarified in the annotated agenda.
 1. Opening of the meeting.
 2. Adoption of the provisional agenda of the [XXX] meeting of the Committee of Permanent Representatives.
 3. Adoption of the draft minutes of the [XXX-1] meeting of the Committee of Permanent Representatives.
 4. Report of the Executive Director to the [XXX] meeting of the Committee of Permanent Representatives.

Note: An annotation to this agenda item will include the following standard information: “Under this agenda item the Committee will consider a statement and a Quarterly Report of the Executive Director, which provides highlights on significant developments and updates on the implementation of the UNEP Programme of Work and Budget and relevant UNEA resolutions and decisions.”

Note: This agenda item will not feature on the agenda for the first CPR meeting in a UNEA

calendar year, as it will be fully devoted to UNEA preparations

5. Consideration of relevant evaluation reports and audits.
6. Preparations for the upcoming session of the United Nations Environment Assembly.
7. Report of the sub-committee.

Note: The report from the sub-committee may, where relevant, include recommendations from sub-committee meetings, including recommendations relating to the implementation of the Programme of Work and resolutions and decisions adopted by UNEA, or to the preparations for UNEA, for possible consideration by the Committee at its quarterly meetings.

8. Any other business.
 9. Closing of the meeting.
3. The Secretariat is requested, in consultation with the CPR Chair, to make available a provisional and annotated provisional agenda for the quarterly CPR meetings at least 20 working days before the quarterly meetings and 10 working days before the sub-committee meetings, with the understanding that the agenda may be revised if needed, and that the annotated provisional agenda will include an overview of relevant background documents and the key issues and focus for discussion.
 4. The Secretariat is requested, as a general rule, to continue to make available background documents at least 15 working days before the quarterly CPR meetings and 7 working days before the sub-committee and bureau meetings and that these documents, where appropriate, will include possible recommendations for consideration by the Committee or the Bureau.
 5. Bearing in mind that the Committee may wish to adopt decisions as needed, the Secretariat is requested to make additional efforts to ensure that the draft Chair's Summary (prepared by UNEP) and meeting report (prepared by UNON) from quarterly meetings reflect consensual decisions, conclusions and recommendations, and that the report of the sub-committee to the quarterly CPR meetings includes relevant requests to the Secretariat and/or recommendations for consideration by the Committee at its quarterly meetings under agenda item 6 ("Report of the sub-committee") in the standing provisional agenda.